

Action Verbs to Enhance your Resume

When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice which is in an easy, straightforward and economical manner. Begin each descriptive section with an Action Verb. The following is a sample list, create your own that reflects your discipline and skills.

Depending on whether you are currently employed or not, you may use past or present tense.

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized review summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
Financial Skills	Creative Skills	Helping Skills	Administrative Skills	Leadership Skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecast managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned published revitalized shaped	assisted assessed clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented serviced supported tended tutored	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	Appoint Approve Arrange Assess Assign Authorize Carry out Chair Coach Complete Consult Delegate Demonstrate Determine Devise Direct Enlist Facilitate Head Initiate Launch Motivate Negotiate Nominate Preside Set goals Start

Information Skills

Catalogue
Clarify
Classify
Compile
Compose
Convey
Copy
Correct
Define
Document
Gather
Inform
Kept records
Memorize
Proofread
Question
Review
Specify
Study
Survey
Tabulate
Test
Verify

Problem-Solving Skills

Analyze
Apply
Calculate
Compile
Consult
Correct
Create
Critique
Design
Develop
Diagnose
Discover
Dissect
Examine
Explore
Problem solve
Propose
Research
Resolve
Revise
Search
Study
Track
Troubleshoot
Uncover

Teamwork Skills

Accomplish
Assist
Collaborate
Coordinate
Corroborate
Dispatch
Encourage
Explain
Follow
Help
Share
Team built
Volunteer